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STANDARD FORM NO. 64

Approved For Release 2005/06/22 : CIA-RDP78-03991A000200020005-2

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: JUL 30 1953

FROM : Chief, Transportation Division

SUBJECT: Weekly Activity Report

1. GENERAL

a. Movement of CIA Dependents (continued item)

No Change. Completion of final drafts of regulations concerning the movement of CIA dependents [redacted] to overseas destinations is being withheld pending receipt of a copy of the report of survey made by Organization and Methods Service assigning functions to the Passenger Branch, Transportation Division, and the Central Processing Branch, Personnel Office.

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b. Shipment [redacted] (continued item)

No change. Transportation Division is continuing to

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d. Transportation Activities at the [redacted] to be Performed by Personnel on a Temporary Duty Basis until Qualified Persons can be assigned on a Permanent Basis (new item completed)

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[redacted] will report to the [redacted] on 3 August 1953 for the purpose of establishing transportation activities at the [redacted]. These men will alternate on temporary duty until other suitable arrangements can be made. It is planned to have general cargo for delivery within the [redacted] area sent to the [redacted] for delivery, instead of sending the cargo direct from Washington to the [redacted] other locations within the [redacted] area which will permit reducing greatly the amount of overtime now being required for the truck drivers.

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e. Tours of Duty other than Normal in the Highway Branch
(new item - continued)

The garage of the Highway Branch must be open from 0700 to 1800, Monday through Friday and from 0830 to 1700 on Saturday to perform certain functions. Personnel have been regularly assigned long hours daily including Saturday resulting in a considerable amount of overtime. A staff study has been prepared for the purpose of establishing tours of duty other than normal in the interests of economy and efficiency. This study is now being circulated for concurrence and will be submitted to the Chief of Logistics for approval within the very near future.

2. PROJECTS AND STUDIES IN PROCESS

a. Transportation of Privately-Owned Automobiles to Ports of Embarkation (continued item)

No change
✓

Drafts of a proposed Agency Regulation concerning transportation of privately-owned automobiles to Ports of Embarkation have been prepared and are being coordinated with the appropriate offices.

b. Objectives of the Transportation Division for Third Quarter Calendar Year 1953 (continued item)

A list of new objectives of the Transportation Division for the Third Quarter Calendar Year 1953 was submitted to [] Special Staff, Logistics Office, on 17 July 1953. Approval of these objectives has not been received. In the meantime, the Transportation Division is taking the necessary action to achieve these objectives.

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c. Procedure for Shipment of Cargo (continued item - completed)

Procedures for the shipment of cargo are being written. This item will not be reported on again.

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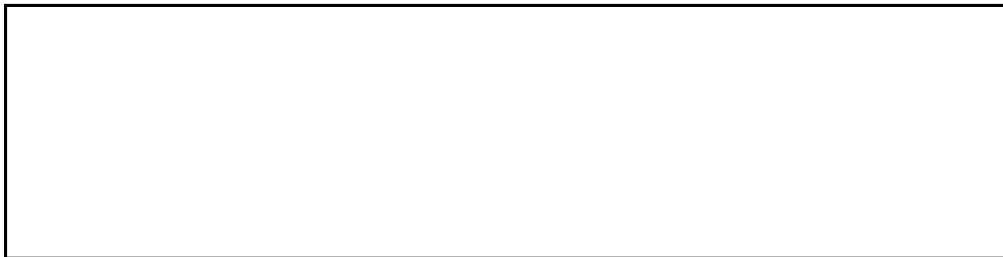
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e. Trucking Operations and other Highway Activities (new items-
completed)

(1) During the week July 20-25, 1953, there were six out-of-town trips to the New York City Area. A total of two-hundred and eighty-nine (289) cases weighing 56,100 lbs., was moved on these trips.

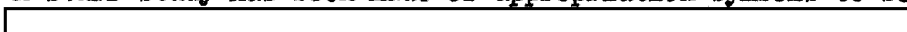
(2) Two Agency-owned vehicles and two personal cars were driven to New York by Highway Branch personnel.



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4. SPECIAL PROBLEMS

a. Improper Use of Appropriation Symbols (cont'd item --completed)

A staff study has been made of appropriation symbols to be used on  Transportation Requests used by this division and was forwarded, this date, to the Chief of Logistics with appropriate recommendations regarding this matter.

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b. Return of Household Effects Without Prior Notification
(continued item)

No change. Further action on the part of the Transportation Division in this matter is being withheld pending further information from the FE Division. The household effects belong to employees transferred (PCS) 

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d. Claim for Damages to Personal Effects of [redacted]
[redacted] (completed item)

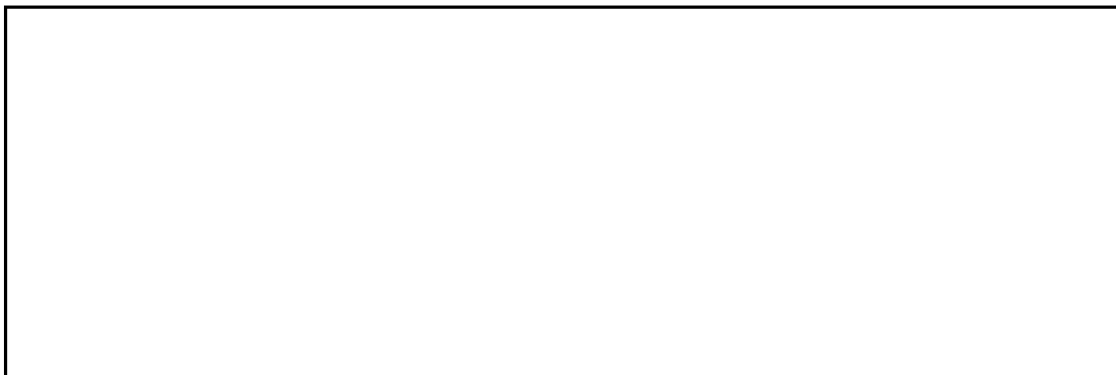
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The EE Division referred a claim by [redacted] for damages to household effects to the Transportation Division to make a strong effort to effect a settlement by the storage company or the carrier. The claim was returned to the Chief, EE Division by the Transportation Division suggesting that the claim be handled strictly in accordance with CIA Regulation [redacted]. In this connection, Agency Regulations definitely state that the individual must attempt to effect settlement with insurance companies, carriers or storage companies prior to submitting his claim to the CIA Property Survey Board for consideration in the event he is unable to collect for the damages from the insurance company, storage company, packer or carrier.

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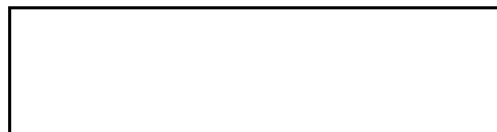
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5. MAJOR OBJECTIVES

As was pointed out in paragraph 2 b above, objectives of the Transportation Division for the third quarter, calendar year 1953, were submitted to the Special Staff, Logistics Office, 17 July 1953. Reports on accomplishment of these major objectives will be included in the Weekly Activity Report when the Transportation Division receives approval of these objectives from the Logistics Office.



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TD/P&C/JEC:em (30 July '53)

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